

UNITED STATES MARINE CORPS
Supply School
Marine Corps Combat Service Support School
PSC 20041
Camp Lejeune, North Carolina 28542-0041

NCOSC 0103
1 FEB 2000

STUDENT OUTLINE

MANUAL SUPPLY PROCEDURES

LEARNING OBJECTIVES:

TERMINAL LEARNING OBJECTIVES:

(1) Given the requirement to account for ammunition, NAVMC 10774s, miscellaneous adjustment transactions and the references, account for ammunition, in accordance with MCO 8010.1_, MCO P8011.4_, UM 4400-124, and UM 4400-15. (3043.07.28)

(2) Given the requirement to account for Packaged Operational Rations (PORs), NAVMC 708, NAVMC 713, NAVMC 10789, NAVMC 10298, POR usage report (NAVMC 1110), miscellaneous adjustment transactions, and the references, account for PORs, in accordance with MCO 10110.40_, MCO P10110.14_, UM 4400-124, and UM 4400-15. (3043.05.04)

(3) Given a requirement to maintain/issue PORs, NAVMC 708s, NAVMC 713s, miscellaneous adjustment transactions, and the references, provide inventory control for PORs, in accordance with MCO 10110.40_ and UM 4400-15. (3051.04.15)

(4) Given a requirement to account for Petroleum, Oil, and Lubricants (POL), appropriate accounting records, supporting documentation, and the reference, maintain POL accounting controls, in accordance MCO 4400.170. (3043.07.30)

(5) Given a completed NAVMC 604/604B for supplementary/enlisted USMCR uniform clothing issues, NAVMC 631/631A, and the references, prepare NAVMC 631/631A, in accordance with MCBUL 10120, MCO P10120.28_, and MCO P10120.34_. (3043.06.02)

a. ENABLING LEARNING OBJECTIVES:

(1) With the aid of reference, a partially completed Ammunition NSN/Lot Number Record (NAVMC 10774), and a list of required information, select from a list the information required to complete the NAVMC 10774, in accordance with UM 4400-124. (3043.07.28a)

(2) With the aid of reference, a partially completed Equipment Custody Record (NAVMC 10359), and a list of required information, select from a list the information required to complete the NAVMC 10359 for ammunition, in accordance with UM 4400-124. (3043.07.28b)

(3) With the aid of reference, a partially completed Ammunition NSN/Lot Number Record (NAVMC 10774), and a list of required information, issue ammunition to responsible units, in accordance with UM 4400-124. (3043.07.28c)

(4) Given a written situation pertaining to PORs, a Custody Receipt Control Record (NAVMC 713), and the reference, make the adjustments to the NAVMC 713, in accordance with UM 4400-15. (3043.05.04a)

(5) Given a written situation pertaining to Packaged Operational Rations (PORs), a Stock Record and Inventory Control Card (NAVMC 708), and the reference, make the adjustments to update the NAVMC 708, in accordance with UM 4400-15. (3043.05.04b)

(6) Given a written situation pertaining to the issue of PORs, a Meal Verification Record (NAVMC 10789), and the reference, make the annotations to the NAVMC 10789, in accordance with MCO 10110.40_. (3043.05.04c)

(7) Given a written situation pertaining to the issue of PORs, a Cash Meal Payment Sheet (NAVMC 10298), and the reference, make the annotations to the NAVMC 10298, in accordance with MCO 10110.40_. (3043.05.04d)

(8) Given a written situation pertaining to the storage of PORs, a list of storage procedures, and the reference, select from a list the storage procedure used, in accordance with MCO 10110.40_. (3051.04.15a)

(9) Given a written situation pertaining to the inspection of PORs, a list of inspection requirements, and the reference, select from a list the requirement, in accordance with MCO 10110.40_. (3051.04.15b)

(10) Given a written situation pertaining to PORs and the reference, state in writing the retention period for the appropriate record, in accordance with MCO 10110.40_. (3043.05.04c)

(11) Given a written situation pertaining to receiving of bulk petroleum, a list of procedures, and the reference, select from a list the procedures to receipt for bulk petroleum at the receiving activity, in accordance with MCO 4400.170. (3043.07.30a)

(12) Given a written situation pertaining to the issuing of bulk petroleum and the reference, state in writing the controls used to issue bulk petroleum, in accordance with MCO 4400.170. (3043.07.30b)

(13) Given a written situation pertaining to inventory of bulk petroleum, a list of personnel, and the reference, select from a list the person responsible for inventorying Marine Corps owned bulk petroleum products, in accordance with MCO 4400.170. (3043.07.30c)

(14) With the aid of reference, state in writing the uses of the NAVMC 631/631A, in accordance with MCO P10120.28_. (3043.06.02a)

(15) With the aid of reference and given a completed Individual Clothing Record (NAVMC 631/631A), select where the completed forms are maintained, in accordance with MCO P10120.28_. (3043.06.02b)

OUTLINE.

1. STATEMENT OF ANNUAL REQUIREMENTS.

a. General. In order to ensure sufficient ammunition is available to support the organizations training requirements, an annual statement of requirements must be submitted. This statement is submitted to the supporting Ammunition Supply Point (ASP). ASPs are located at every major command throughout the Marine Corps. **You can find a list of ASPs in MCO 8020.1_ page 3.**

b. Requirements for submission. Ammunition requests are based on the organizations yearly training plan. The following steps will be taken:

Organization:_____							
Requirements for Fiscal Year _____							
Par.			<u>Quantity</u>				
			<u>Fiscal Quarter</u>				
<u>No. 1/</u>	<u>DODIC</u>	<u>Item Name</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>Total</u>
3100	A059	Ctg 5.56mm Ball	12,500	12,500	12,500	12,500	50,000
	A063	Ctg 5.56mm Tracer	5,000	5,000	5,000	5,000	20,000

(1) The organization will submit the Annual Class V(W) Material Requirement Report ninety (90) days prior to the beginning of the fiscal year. This report will list the items that will be requested from the ASP during the fiscal year.

(a) Par. No. Refers to the paragraph in **MCO P8011.4** which authorizes the particular item required.

(b) DODIC. Department of Defense Identification Code. Assigned to each type of ammunition.

(c) Item Name. Item description that corresponds with DODIC.

(d) Quantity. This is the quantity of that particular DODIC that is projected for that quarter of the fiscal year.

(2) When a statement of annual requirement cannot be made (e.g. Marine

Barracks and ships detachments which may have an opportunity to conduct training) the organization will notify the supporting ASP at least **30 days in advance** of the date the material is required.

2. REQUISITIONING AMMUNITION.

a. Submission. Organizations will submit request for ammunitions to the ASP using the DD Form-1348 for each item requested. **You can find an example of this in UM 4400-124 page 3-10-16.**

b. Requirements. The following must be accomplished when submitting the DD Form-1348 to the ASP:

(1) Submit request at least **5 days** prior to pickup date.

(2) The original copy of all requisitions must be signed on the back by the commander or designated representative. **Refer to UM 4400-124 page 3-10-11.**

c. Receipting. On the date the ammunition is received from the ASP the authorized recipient from the organization will sign the DD Form 1348. A signed copy is retained for the organizations files. Once ammunition is receipted for it also will be annotated on the NAVMC 10774.

3. STORAGE AND SECURITY OF AMMUNITION

a. Storage. Limited quantities of small arms ammunition may be stored in the organizations armory. This authorization is limited to 2000 cartridges for regular establishments and 200 cartridges for reserve organizations. Storage of ammunition within the armory must be separated from the weapons in a locked container.

b. Security. Ammunition required by the organization for security reasons will be accounted for by using the Ammunition NSN/Lot Number Record (NAVMC 10774). **You can find an example of this in UM 4400-124 starting on page 3-10-18. Refer to Appendix (A) for an completed example of this form.**

c. Issue of Security Ammunition. When cartridges are issued for security reasons it accounted for on the Equipment Custody Record (NAVMC 10359). **You can find an example of this in UM 4400-124 starting on page 3-10-20a.**

d. Notice of Ammunition Reclassification (NAR). **Refer to UM 4400-124 page 3-10-14.** On occasions ammunition fails to perform as designed. This can present a safety hazard to the Marines in the organization. A NAR is issued to inform all users that there may be a defect in a particular type/lot number of ammunition. When a NAR is received the organization will take the necessary actions to segregate and mark the ammunition to ensure that it is not issued.

4. PACKAGED OPERATIONAL RATIONS (PORs)

a. General. Packaged Operational Rations (PORs) are commonly referred to as Meals Ready to Eat (MREs). These meals are designed for feeding of individuals in a training environment or tactical situation.

b. Allowance. An annual allowance for PORs is submitted to Headquarters Marine Corps (HQMC) based on actual needs for approved field training. The organization will submit the request to the major command. The major command will compute all requests from all organization and submit the annual allowances to HQMC.

c. Request. The organization requesting MREs will submit the request in letter format to the issuing activity. This letter will state the number of PORs required for both personnel subsisting-in-kind (i.e. meal cards) and those paying cash (i.e. comrats).

MEMORANDUM

Date: 10 Jan 9*

From: Supply Officer, 3d Battalion, 8th Marines

To: Rations platoon

Subj: REQUEST FOR MREs

1. Request 360 meals for exercise BUSHIDO. Pickup day will be 30 Jan 9*.
2. Point of contact for information is GySgt Russell at extension x0838.

C. H. Johansen

C. H. JOHANSEN
2ndLt USMC

d. Charges. **Refer to MCO 10110.40_ page 26.** The sale of PORs is discouraged in a field environment. If a sale is to be made, personnel in receipt of comrats will be charged rates per current **Marine Corps Bulletin in the 10110 series**. Collection of these funds will be completed before the field exercise and turned into the organizations authorized custodian. Another method is to submit a letter to the administrative section of the organization with a list of all personnel on comrats. They will in turn run a checkage on the individual Marines.

e. Receipt. Local Standing Operating Procedures (SOP) will dictate the procedures to take when receiving PORs. **Refer to MCO 10110.40_ starting on page 16.** The following minimum procedures will be established to ensure stock control and accountability of PORs:

(1) All stock must be separated by month, year of pack, and lot number. Custody Receipt Control Record (NAVMC 713) will be used to track the stock on hand. **Refer to UM 4400-15 starting on page 3-18. Refer to Appendix (B) for a completed example of this form.**

(2) Stock Record and Inventory Control Card (NAVMC 708) or automated accounting will be established and maintained. **You can find an example of the NAVMC 708 in UM 4400-15 starting on page 21-18. Refer to Appendix (C) for a completed example of this form.**

5. ISSUING OF PORs

a. General. Issues of PORs will be made to authorized personnel only. The issues must be for authorized training, field exercise, or disaster reasons.

b. Government Expense. **Refer to MCO 10110.40_ page 25.** The Meal Verification Record (NAVMC 10789) will be used to record the receipt of PORs by different categories of personnel entitled to subsist in kind (meal cards). This form is filled out in black ink. **Refer to MCO 10110.40_ enclosure (7) for an example and refer to Appendix (D) in student outline.**

c. Cash Meal Payment Sheets (NAVMC 10298). This form is used when PORs are purchased by personnel that are on comrats. **Refer to MCO 10110.40_ enclosure (8) for an example and refer to Appendix (E) in student outline.**

d. Block signature method. **Refer to MCO 10110.40_ page 26.** The use of a block signature on the NAVMC 10789 is authorized for individuals in an organizations that are authorized to subsist in kind. A signed statement will be made on the NAVMC 10789 by the responsible individual of the group. The individual who receipts for the block of MREs would be someone who has administrative command or control over the individual authorized to SIK. The block signature is used to alleviate the administrative burden of having every individual sign for their meals; therefore, it is more expedient and efficient. **Refer to Appendix (F) for an example.**

6. STORAGE OF PORs

a. General. **Refer to ALMAR 114/95.** Using units are authorized to store open boxes of rations from training evolution's for no more than 30 days for use in a future exercise occurring during that time frame. Authorization must be requested at the major command level to extend this time frame. This extension will not exceed 60 days.

b. Storage. **Refer to MCO 10110.40_ starting on page 17.** The most important factors when storing PORs are time, temperature, and security. Warehouses used by using units are not generally temperature control; therefore, severe temperature changes could deteriorate PORs. Theft and pilferage of PORs cannot be overlooked. Security is paramount and the importance of proper storage cannot be overemphasized.

c. Inspections. The responsibility for the conduct of periodic inspection and reporting procedures is assigned to food inspectors. These responsibilities will be specifically delineated in existing interservice support agreements. HQMC will be notified via the Major Subordinate Command (MSC) when PORs have been contaminated. Local SOP will dictate the reporting procedures of contaminated rations.

d. Retention period of POR records. **You can find the retention period for any records or reports pertaining to PORs in MCO 10110.40_ starting on page 13.**

7. BULK PETROLEUM

a. General. **Procedures for control and accountability of petroleum, oil, and lubricants (POL) is found in MCO 4400.170.** This policy is not to be considered all-inclusive. Local SOP must be established considering variations in geographical locations and fuel suppliers.

b. Receipt. When POL is received by an organization all incoming shipments must be inspected to make sure the fuel is the type and quantity ordered and that it is free of water contamination. At the receiving activity, a receipt invoice must be supported by sampling for water content, gauging, and metering with results attached to the delivery document.

c. Quality Control. This mission of Marine Corps petroleum storage and service facilities is to include the effective management, control, security, and accounting of petroleum and related products until issued to authorized customers. Security and quality control is paramount for this to be accomplished. **A list of security and quality controls for POL can be found in MCO 4400.170 starting on page 4.**

d. Issuing. Fuel will be issued to end-use only through a metered device. Credit Cards, vehicle numbers, or serialized local forms are used as controls to ensure that only authorized individuals are being issued POL.

e. Inventory. Working tanks (to include mobile refuelers) containing fuel products will be inventoried on a daily basis. Tanks will be gauged at the beginning and end of normal working hours. Total gallons of fuel received and issued during the workday will be recorded on locally developed forms on a daily basis. The amount of water removed during that period from the tanks will also be recorded on these forms. A physical inventory of Marine Corps owned bulk petroleum products will be accomplished by the Responsible or Accountable Officer.

8. INDIVIDUAL CLOTHING

a. General. The minimum requirements lists and the authorized individual clothing allowances are published annually in **Marine Corps Bulletin 10120 series**. There are various types of clothing issues that are made at the retail clothing outlets (cash sales) on the basis of approved Combined Individual Clothing Requisition and Issue Slips (NAVMC 604 forms).

b. Types of Clothing Issues. There are several different types of uniform clothing issues that use the NAVMC 604/604b form. Let's take a closer look at them.

(1) **Initial Issue.** This issue consists of uniforms that are issued to an individual in boot camp or who has a due-member chit in their SRB.

(2) **Supplementary and/or replacement issues.** These are issues to Marines going on special duty assignment (e.g. Maternity, Drill Instructor, Recruiter, and Embassy Duty).

Replacement issues are for reimbursements to enlisted personnel for damaged, lost, or abandoned clothing due to military service.

(3) **Checkage Sale.** These are authorized only to cover emergency needs of an enlisted person without funds to purchase clothing necessary for health, comfort, or appearance.

(4) **O&MMC Funded Issues.** This stands for Operation and Maintenance Marine Corps Funded Issues. These types of issues cover traveling uniforms for absentees and returned prisoner personnel of the Army, Navy, Air Force, or Coast Guard. This type of issue also covers grade insignia, service stripes, and/or trouser stripes that are issued when a Marine gets promoted.

(5) **Miscellaneous Issues.** These are types of clothing issues, which are not covered elsewhere. **You can find a list of miscellaneous issues in MCO P10120.28_ starting on page 8-5.**

(6) **Clothing for Burial of Deceased Marines.** The preferred burial uniform for deceased Marines is the dress blue uniform. These uniforms will be provided through appropriate supply channels upon request of the organization's Commander.

c. NAVMC 604 and 604b. The NAVMC 604 form is used for clothing issues for Male Marines and the NAVMC 604b is used for clothing issues for Female Marines. These forms provide the following:

(1) A method for the Commanding Officer to request the uniform clothing required by the individuals of the command.

(2) A source document for the personnel administrator's entries on the Individual Clothing Record (NAVMC 631).

(3) A signed receipt of clothing issued to support source returns/records.

(4) An official document in the individuals SRB/OQR to substantiate clothing owed to that individual.

d. NAVMC 631 and 631a. **Refer to MCO P10120.28_ starting on page 9-3.** The NAVMC 631 form is designed to serve as a record of clothing that was issued for personnel of the Marine Corps Reserve, for all personnel being transferred to and from combat areas, and for all personnel on active duty. These records will be maintained in the individuals SRB/OQR. **An example of the NAVMC 631 can be found in Appendix (G) and an example of the NAVMC 631a can be found in Appendix (H).**

e. Authorization. Before a NAVMC 604/604b can be processed, appropriate authorization must be granted by the Commanding Officer or designated representative of the individual Marine.

REFERENCES:

1. MCBUL 10110
2. MCBUL 10120
3. MCO 10110.40_
4. MCO P10110.14
5. MCO P10120.28_
6. MCO P4400.150_
7. MCO 4400.170
8. MCO 8020.10
9. MCO 8020.10
10. MCO 8011.4_
11. UM 4400-124
12. UM 4400-15
13. OPNAV 4020.25_